



MEMORANDUM

RCA
Agenda Item No. 3(C)

TO: Honorable Chairperson Barbara Carey-Shuler, Ed.D.
and Members, Board of County Commissioners

DATE: May 19, 2004

FROM: 
George M. Burgess
County Manager

SUBJECT: Recommendations on Priority Focus
Areas, Evaluation Criteria and
Solicitation Documents for Park
Programming, Improvements and
Library Information Access Services
for FY 2004-2005 Proposals for
Community-Based Organizations

RECOMMENDATION

It is recommended that the Board approve the attached Park Programming, Improvements and Library Information Access Services Request for Proposals (RFP) for FY 2004-2005 for community-based organizations (CBOs).

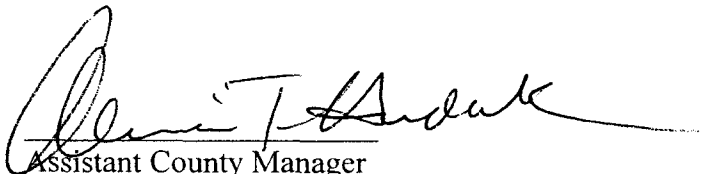
BACKGROUND

Since FY 1995-96, the Park and Recreation Department and Library Department have used a formal RFP process for the allocation of grant funds to CBOs. For FY 2004-2005 the same process will be utilized. Staff selection committees for each of the three funding categories, Park Programming, Park Capital Improvements, and Library Information Access Services, will provide funding recommendations to the Board from the applications received.

Total funding to be allocated through this RFP process is \$634,000. As in the past, the process will include an evaluation of programs against service priorities and a pre-determined set of standards and ranking. The funding categories and priority focus areas, evaluation criteria, and solicitation documents are included in Exhibits I, II, and III, respectively.

The RFP is scheduled for distribution beginning June 14, 2004. The completed applications are due July 19, 2004. It is anticipated that the selection committees will review the applications and make funding recommendations by mid August 2004, and forward the recommendations to the Board by September 2004.

Attachments


Assistant County Manager

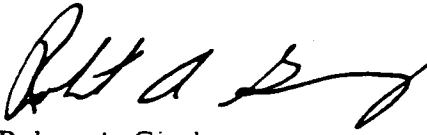


MEMORANDUM

(Revised)

TO: Hon. Chairperson Barbara Carey-Shuler, Ed.D.
and Members, Board of County Commissioners

DATE: June 8, 2004

FROM: 
Robert A. Ginsburg
County Attorney

SUBJECT: Agenda Item No.

Please note any items checked.

- ☐ "4-Day Rule" ("3-Day Rule" for committees) applicable if raised
- ☐ 6 weeks required between first reading and public hearing
- ☐ 4 weeks notification to municipal officials required prior to public hearing
- ☐ Decreases revenues or increases expenditures without balancing budget
- ☐ Budget required
- ☐ Statement of fiscal impact required
- ☐ Bid waiver requiring County Manager's written recommendation
- ☐ Ordinance creating a new board requires detailed County Manager's report for public hearing
- ☐ Housekeeping item (no policy decision required)
- ☐ No committee review

Approved _____ Mayor
Veto _____
Override _____

Agenda Item No.

RESOLUTION NO. _____

RESOLUTION APPROVING PRIORITY FOCUS AREAS,
EVALUATION CRITERIA, AND SOLICITATION
DOCUMENTS FOR FY 2004-2005 COUNTY FUNDING OF
COMMUNITY BASED ORGANIZATIONS FOR THE PARK
PROGRAMMING, IMPROVEMENTS AND LIBRARY
INFORMATION ACCESS SERVICES REQUEST FOR
PROPOSALS AND AUTHORIZING THE COUNTY
MANAGER TO ADVERTISE THE REQUEST FOR
PROPOSALS

WHEREAS, this Board desires to accomplish the purposes outlined in the accompanying memorandum, a copy of which is incorporated herein by reference,

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF MIAMI-DADE COUNTY, FLORIDA, that the Board approves the establishment of priority areas as set forth in Exhibit I, the evaluation criteria as set forth in Exhibit II, and the solicitation documents for FY 2004-2005 Community Based Organizations' funding requests as set forth in Exhibit III. The Board further authorizes the County Manager to advertise the Park Programming, Improvements, and Library Information Access Services Request for Proposals (RFP).

The foregoing resolution was offered by Commissioner _____, who moved its adoption. The motion was seconded by Commissioner _____ and upon being put to a vote, the vote was as follows:

Dr. Barbara Carey-Shuler, Chairperson

Katy Sorenson, Vice-Chairperson

Bruno A. Barreiro

Betty T. Ferguson

Joe A. Martinez

Dennis C. Moss

Natacha Seijas

Sen. Javier D. Souto

Jose "Pepe" Diaz

Sally A. Heyman

Jimmy L. Morales

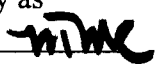
Dorin D. Rolle

Rebeca Sosa

The Chairperson thereupon declared the resolution duly passed and adopted this 8th day of June, 2004. This resolution shall become effective ten (10) days after the date of its adoption unless vetoed by the Mayor, and if vetoed, shall become effective only upon an override by this Board.

MIAMI-DADE COUNTY, FLORIDA
BY ITS BOARD OF COUNTY
COMMISSIONERS

HARVEY RUVIN, CLERK

Approved by County Attorney as
to form and legal sufficiency. 

By: _____
Deputy Clerk

EXHIBIT I

(Funding Categories with Priority Focus Areas)

FUNDING CATEGORIES

For FY 2004-2005, each grant application must be submitted under one of three (3) categories, numbered 1, 2, and 3. Due to the limited availability of funds, priority focus areas have been established for the Park Categories 1 and 2, but not for Category No. 3, "Library Information Access Services."

Proposers may submit only one (1) application per category under this Request for Proposals. Additionally, if a Proposer is applying under multiple categories, the Proposer must use a separate application for each category.

1. Park Programming (\$107,000 available; individual grant awards up to \$7,500)

Activity Priority Focus Areas (not in priority order):

- Projects providing youth-oriented participatory sports programs.
- Projects providing other recreation activities, including cultural, arts and crafts, scientific and environmental activities which emphasize direct involvement and participation by youth.
- Projects providing participatory, direct involvement exclusively by persons with disabilities of any age.

Preference in scoring shall be given to:

- Program activities occurring on properties/facilities owned and/or operated by public park systems in any municipality or the unincorporated area of Miami-Dade County.
- Program activities exclusively for persons with disabilities, occurring on any property in Miami-Dade County, provided the program is open to the general public based on need of services and does not discriminate based on age, gender, race, religion, or ethnicity.

Note: Program activities open to the public on non-park properties/facilities owned and /or operated by any local government in Miami-Dade County or the public school system in Miami-Dade County are eligible for funding, but shall not be given preference in scoring.

Categories Nos. 2 and 3, Park Capital Improvements and Library Information Access Services, respectively, are explained on the following page.

2. Park Capital Improvements (\$500,000 available; individual grant awards up to \$75,000)

All capital improvements must occur on parks owned by the Miami-Dade County Park and Recreation Department or operated by the Department under a formal agreement with the owner. Additionally, if the improvement(s) is/are for a facility within the County-owned or operated park, the facility must be owned by the Miami-Dade County Park and Recreation Department.

Activity Priority Focus Areas (not in priority)

- Repair/renovate/rehabilitate or equip Miami-Dade County Park and Recreation facilities.
- New sports facilities or facility lighting.
- Completion of currently under-funded CBO park capital improvement grant projects.
- Health, safety and welfare improvements (e.g., fencing, vehicular access control, walkways, security lighting, restrooms, water fountains, shelters, parking)
- Landscape improvements

Pre-Submission Requirements for Capital Improvements Application

- Before completing and submitting the application under this Category, all CBOs are required to do the following:

A. Submit a written request (regardless of any verbal discussions with any staff) to the RFP Contact Person, describing the proposed capital improvement, to obtain the Park and Recreation Department's written verification on the following conditions, you will be notified in writing as to the Department's determination. The following conditions must be met by the proposed project, or the full application for the original proposal may not be submitted. (See front page/title page for RFP Contact Information.)

- a. There are no other identified sources of public funding that could take the place of the funding made available through this RFP process, e.g., Safe Neighborhood Park Bonds, Impact Fees, Quality Neighborhood Improvements Program, etc.
- b. All improvements proposed through this RFP process are part of, or consistent with, the approved general plan for the facility (if a plan is applicable).
- c. Required authorizations are in place that could otherwise unreasonably delay the start of the project or prohibit it altogether.

B. Additionally, when the RFP Contact Person sends the written verification of the above items to the proposer, she will inform the proposer if a Department "technical" review is also required before submission of the application. Technical reviews will be required for projects involving, but not limited to, electrical elements, plumbing, structural components, etc. The technical review may involve a site visit, meetings with Department technical staff, telephone calls and/or any other means by which the architectural, engineering, mechanical, electrical, plumbing, etc. staff may understand the project scope, determine feasibility, identify problem areas, and make suggestions to the proposer before the grant application is submitted. The proposers are not expected to have completed formal plans, but must be able to provide a detailed description of the project. The RFP Contact Person will provide the proposer with written technical review approval to allow the grant application submission.

3. Library Information Access Services (\$27,000 available; one or more individual grants totaling \$27,000)

- There is no activity priority focus area for this category.

EXHIBIT II
(Evaluation Criteria)

PARK PROGRAMMING

Park Programming applications will be evaluated and applicants selected on the basis of the following eleven (11) criteria, numbered 1-11, each weighted as indicated hereinafter.

EVALUATION CRITERIA		MAXIMUM ASSIGNED POINTS
1)	Project provides a primary emphasis of participatory involvement by youth in sport, culture, environmental or other recreation-related programming; <u>or</u> participatory involvement by persons with disabilities of any age.	20
2)	Project activity and location is open to the general public in a public park or on a property operated by a public park system; or if the project exclusively serves the disabled, the project location accepts the general public.	12
3)	Project, as described in application, is approved at the proposed location as shown by a properly completed Attachment #11.	12
4)	Applicant has directed or taken a major organizational role in participatory recreational, sports, cultural, environmental or other related activities with youth (or with persons with mental or physical disabilities, if project is to specifically serve this population.)	9
5)	Applicant exhibits the ability to successfully administer the project as demonstrated by: (a) following the directions of and properly completing this RFP; (b) performance under any agreement administered by the Park and Recreation Department; and/or (c) any of the applicant's current or past activities at parks.	10
6)	All funds requested by the applicant will be used for direct project costs, i.e., all funds will be used for participatory activities, <u>(including direct personnel for direct instruction) and funds will not be used for administrative costs.</u>	10
7)	Proposed project provides a cost-effective service as measured by the ratio of estimated unduplicated participants served, to the funds requested.	7
8)	Applicant provides realistic project cost estimates and sufficient budget detail.	5
9)	Applicant will conduct the project in a park facility that serves an economically disadvantaged area.	5
10)	Applicant has realistic contribution (cash or in-kind) committed to the project, a percentage of which is secured.	5
11)	Applicant is primarily a volunteer organization, with no full-time or part-time employees, but may have contracted employees.	5
TOTAL		100

PARK CAPITAL IMPROVEMENTS

Park Capital Improvement applications will be evaluated and applicants selected, on the basis of the following nine (9) criteria, numbered 1-9, each weighted as indicated hereinafter.

EVALUATION CRITERIA		MAXIMUM ASSIGNED POINTS
1)	Applicant has obtained a written confirmation from the RFP Contact Person, who has provided the needed verification of all project-related information as described in RFP instructions that the "Pre-Submission Requirements for Park Capital Improvements Applicants" (page 3 of RFP) have been met.	20
2)	Project, as described in application, is approved for the proposed location by the appropriate authority on the Attachment #11 Form.	15
3)	Applicant provides realistic project cost estimates on the "Budget Information" form of the Application (Page 8) and sufficient budget detail on the applicant's "Detailed Budget Justification" Attachment.	12
4)	Applicant exhibits the ability to successfully administer the project as demonstrated by: (a) following the directions of and properly completing this RFP; (b) performance under any agreement administered by the Park and Recreation Department; and/or (c) any of the applicant's current or past activities at a park(s) or park-related program.	12
5)	Applicant provides reasonable timetable and appropriate details for completion of project.	11
6)	Applicant has realistic contribution (in-kind and cash) committed to the project, including sufficient <u>secured</u> needed funding for project costs beyond grant funding.	10
7)	All funds requested by the applicant will be used for direct project costs, i.e., no administrative or support staff expense reimbursement is requested.	10
8)	Applicant will provide the improvement in a park facility, which serves an economically disadvantaged area.	5
9)	Applicant is primarily a volunteer organization, with no full-time or part-time employees, but may have contracted employees.	5
TOTAL		100

LIBRARY INFORMATION ACCESS SERVICES

Library Information Access Services applications will be evaluated and applicants selected, on the basis of the following eight (8) criteria, numbered 1-8, each weighted as indicated hereinafter.

EVALUATION CRITERIA		MAXIMUM ASSIGNED POINTS
1)	<i>Applicant provides an unduplicated Library information service to an underserved population.</i>	20
2)	<i>Applicant will provide a Library information service that is not readily available in the community.</i>	18
3)	<i>Applicant provides a Library information service that fulfills an identified need within the community.</i>	16
4)	<i>Project improves access to Library information for the disabled.</i>	13
5)	<i>Applicant has realistic contribution (cash or in-kind) committed to the project, a percentage of which is secured.</i>	10
6)	<i>Applicant exhibits the ability to successfully administer the project as demonstrated by following the directions of and properly completing this application.</i>	9
7)	<i>All funds requested by the applicant are used for direct project costs, i.e., no general administrative or support staff expense is requested.</i>	8
8)	<i>Project demonstrates an effective and cost efficient use of County funds.</i>	6
TOTAL		100

EXHIBIT III

(Solicitation Documents Package)

**REQUEST FOR PROPOSALS AND GRANT APPLICATION PACKAGE
FOR
PARK PROGRAMMING, IMPROVEMENTS AND
LIBRARY INFORMATION ACCESS SERVICES
COMMUNITY BASED ORGANIZATIONS**

Pre-Proposal Conference <i>(Purpose: to review proposal guidelines and application)</i>	<u>Thursday, June 24, 2004, 6:00 P.M.,</u> at the Miami-Dade County Park and Recreation Department, 275 N.W. 2nd Street, 3rd Floor Training Room
Acceptance of Questions/Deadline <i>(written or verbal)</i>	<u>Monday, July 12, 2004</u>
Application/Proposals Package Submission Deadline	<u>Monday, July 19, no later than 1:00 P.M.,</u> at the Miami-Dade County Clerk of the Board of County Commissioners, Stephen P. Clark Center, 17th Fl., Suite 202, 111 N.W. 1st Street, Miami, Florida 33128
Request for Proposals (RFP) Contact Person	Patricia Eraso Miami-Dade County Park and Recreation Department 275 NW 2nd Street, Miami, Florida 33128; Fax: 305-755-5466; Email: eraso@miamidadade.gov ; Phone: 305-755-7949

Copies of this Request for Proposals (RFP) are available beginning Monday, June 14, 2004, through the following methods ONLY.

- Website download - Miami-Dade County Park and Recreation Department Website: www.miamidadade.gov/parks/. Click on "FY 04-05 CBO Grants" in the middle section of the homepage. Download the document after completing the registration information.
- Email - Email your request to the RFP Contact Person (see above) and give the same information as requested under the "U.S. Mail" instructions. The RFP will be emailed in Microsoft Word 2000 within one (1) business day of your request.
- U.S. Mail - The RFP will be mailed within one (1) business day of receipt of your written request, which may be mailed or faxed to the RFP Contact Person (see above) giving the following information: your name, the organization name, mailing address, phone number, fax number, and e-mail address (if applicable).
- Pickup (hardcopy)- Miami-Dade Park and Recreation Department, 275 NW 2nd Street, 3rd Floor Reception Desk, Miami, Florida 33128, 8:30 AM to 5:00 PM, excluding County holidays.

MIAMI-DADE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE BASED ON AGE, GENDER, RACE OR DISABILITY. TO OBTAIN THIS DOCUMENT IN ACCESSIBLE FORMAT, CALL 305-755-7848 (V/TDD). ALSO, FOR THE PRE-PROPOSAL CONFERENCE, CALL THE SAME NUMBER TO OBTAIN INFORMATION ON ACCESS FOR PERSONS WITH DISABILITIES, OR SIGN LANGUAGE INTERPRETERS (SEVEN DAYS IN ADVANCE)

THE RESPONSIBILITY FOR SUBMITTING A RESPONSE TO THIS REQUEST FOR PROPOSALS AT THE OFFICE OF THE CLERK OF THE BOARD OF COUNTY COMMISSIONERS ON/ OR BEFORE THE STATED TIME AND DATE WILL BE SOLELY AND STRICTLY THE RESPONSIBILITY OF THE PROPOSER. THE COUNTY WILL IN NO WAY BE RESPONSIBLE FOR DELAYS CAUSED BY THE UNITED STATES MAIL DELIVERY OR BY ANY OTHER OCCURRENCE.

INTRODUCTION/PURPOSE

Miami-Dade County, (hereinafter referred to as the "County"), as represented by the Park and Recreation, and Library Departments [referred to as "Department(s)"] is seeking proposals [referred to as "application(s)"] from qualified community based organizations, (referred to as "proposers" or "applicants") to provide community based services in the areas of sports, recreation, cultural, environmental and related programming; park improvements in County-owned parks; and library-related information access services.

The FY 2004-2005 Community Based Organization (CBO) Grant Program Request for Proposals (RFP) is designed to establish a standard procedure to screen and evaluate proposals/applications and to allocate County funds to qualified community based organizations.

ELIGIBILITY

Proposers must be legally incorporated as not-for-profit organizations, with a designated tax-exempt status determined by the United States Internal Revenue Service, *at the time of proposal submission*. Individual, private or public schools, any school system, and governmental entities may not apply for funds under this Request for Proposals. **There will be no exceptions.**

Proposers may submit only one (1) application per category under this Request for Proposals. For this purpose, branches, affiliates and franchisees of a parent organization or of any organization which receive a substantial part of their funding, financial management, know-how or administrative assistance from another organization, shall all be considered one applicant, the definition to be in the County's reasonable discretion. In the event that more than one application is made by any such organization, the County, in its reasonable discretion, shall disqualify any or all such applicants which violate this restriction. **There will be no exceptions.**

GENERAL PROJECT PROPOSAL RESTRICTIONS

Project activities, purchases and services for which grants are awarded through this RFP, should be designed to occur within the County's fiscal year (October 1, 2004 - September 30, 2005.) *Grant-related expenditures made before October 1, 2004 are not reimbursable.*

A Community-Based Organization grant award carries no commitment for future County support beyond this time period and scope of the project. .

All activities supported through the grant must occur in Miami-Dade County and benefit Miami-Dade County residents.

No one-time events will be considered for funding, due to the limited availability of funds.

No grant funds may be used in furtherance of fundraising efforts, i.e., funds may not be spent for purchases or services specifically to raise funds.

Administrative costs, (see definition, pg. 5), not to exceed 10% of the total grant request are allowed; however, preference in scoring shall be given to applicants who do not request administrative costs. If the awarded grant amount is less than the amount requested, and administrative costs are approved, the administrative costs may not exceed 10% of the awarded grant amount.

Grants may be awarded to more than one organization for activities in the same park or facility.

Refer to the following section of this document, "FUNDING CATEGORIES" for other general restrictions or limitations, which may be applicable.

FUNDING CATEGORIES

For FY 2004-2005, each grant application must be submitted under one of three (3) categories, numbered 1, 2, and 3. Due to the limited availability of funds, priority focus areas have been established for the Park Categories 1 and 2, but not for Category No. 3, "Library Information Access Services."

Proposers may submit only one (1) application per category under this Request for Proposals. Additionally, if a Proposer is applying under multiple categories, the Proposer must use a separate application for each category.

1. Park Programming (\$107,000 available; individual grant awards up to \$7,500)

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- Projects providing participatory, direct involvement exclusively by persons with disabilities of any age.

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- Program activities exclusively for persons with disabilities, occurring on any property in Miami-Dade County, provided the program is open to the general public based on need of services and does not discriminate based on age, gender, race, religion, or ethnicity.

Note: Program activities open to the public on non-park properties/facilities owned and /or operated by any local government in Miami-Dade County or the public school system in Miami-Dade County are eligible for funding, but shall not be given preference in scoring.

Categories Nos. 2 and 3, Park Capital Improvements and Library Information Access Services, respectively, are explained on the following page.

2. Park Capital Improvements (\$500,000 available; individual grant awards up to \$75,000)

All capital improvements must occur on parks owned by the Miami-Dade County Park and Recreation

Department or operated by the Department under a formal agreement with the owner. Additionally, if the improvement(s) is/are for a facility within the County-owned or operated park, the facility must be owned by the Miami-Dade County Park and Recreation Department.

Activity Priority Focus Areas (not in priority)

- Repair/renovate/rehabilitate or equip Miami-Dade County Park and Recreation facilities.
- New sports facilities or facility lighting.
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- Health, safety and welfare improvements (e.g., fencing, vehicular access control, walkways, security lighting, restrooms, water fountains, shelters, parking)
- Landscape improvements

Pre-Submission Requirements for Capital Improvements Application

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A. Submit a written request (regardless of any verbal discussions with any staff) to the RFP Contact Person, describing the proposed capital improvement, to obtain the Park and Recreation Department's written verification on the following conditions, you will be notified in writing as to the Department's determination. The following conditions must be met by the proposed project, or the full application for the original proposal may not be submitted. (See front page/title page for RFP Contact Information.)

- a. There are no other identified sources of public funding that could take the place of the funding made available through this RFP process, e.g., Safe Neighborhood Park Bonds, Impact Fees, Quality Neighborhood Improvements Program, etc.
- b. All improvements proposed through this RFP process are part of, or consistent with, the approved general plan for the facility (if a plan is applicable).
- c. Required authorizations are in place that could otherwise unreasonably delay the start of the project or prohibit it altogether.

B. Additionally, when the RFP Contact Person sends the written verification of the above items to the proposer, she will inform the proposer if a Department "technical" review is also required before submission of the application. Technical reviews will be required for projects involving, but not limited to, electrical elements, plumbing, structural components, etc. The technical review may involve a site visit, meetings with Department technical staff, telephone calls and/or any other means by which the architectural, engineering, mechanical, electrical, plumbing, etc. staff may understand the project scope, determine feasibility, identify problem areas, and make suggestions to the proposer before the grant application is submitted. The proposers are not expected to have completed formal plans, but must be able to provide a detailed description of the project. The RFP Contact Person will provide the proposer with written technical review approval to allow the grant application submission.

3. Library Information Access Services (\$27,000 available; one or more individual grants totaling \$27,000)

- There is no activity priority focus area for this category.

PRE-PROPOSAL CONFERENCE

A pre-proposal conference will be held. The purpose of this conference is to acquaint potential applicants with the specifics of this solicitation, the priorities of the Park and Recreation, and Library Departments, and the County recommendation and funding process. Attendance by a representative is **STRONGLY RECOMMENDED** for all parties interested in submitting a proposal for funding consideration. The date, time and location of the Pre-proposal Conference are:

Thursday, June 24, 2004
Park and Recreation Department
275 N.W. 2nd Street
Training Room - Third Floor
Miami, FL 33128
6:00 P.M.

Proposers are encouraged to submit written questions to the RFP Contact Person prior to the Pre-proposal Conference. All questions must include, at a minimum, the organization Contact person, organization name, mailing address, phone number, fax number, and e-mail address (if available).

RFP TIMETABLE (Anticipated schedule)

RFP available for distribution	Monday, June 14, 2004.
Pre-Proposal Conference	Thursday, June 24, 2004, 6:00 P.M.
Deadline to submit Attachment # 11 Form to Miami-Dade County Park and Recreation Department appropriate authority	Thursday, July 8, 2004, 4:30 P.M.
Deadline for receipt of general questions	Monday, July 12, 2004
Deadline for receipt of proposals	Monday, July 19, 2004, no later than 1:00 P.M.
Staff review process	July-August, 2004
Public meetings of Selection Committees	August, 2004: To be noticed in the Miami-Dade Calendar; also on the Website
The award recommendations sent to Board of County Commissioners (BCC)	September, 2004
Projected award by BCC	September, 2004 (to be announced)
Contract start date	October 1, 2004

COUNTY CONTACT PERSON

All information regarding the County Contact Person for this RFP can be found on the title page/front cover of this document.

RFP POSTPONEMENT/CANCELLATION

The County may, at its sole and absolute discretion, reject any and all, or parts of any and all proposals; re-advertise this RFP; adjust the amount of funding available under this RFP; postpone or cancel, at any time, this RFP process; or waive any irregularities in this RFP or in the proposals received as a result of this RFP.

COSTS INCURRED BY PROPOSERS

All expenses involved with the preparation and submission of proposals to the County, or any work performed in connection therewith shall be borne by the proposers. No payment will be made for any responses received, or for any other effort required of or made by the proposers prior to commencement of work as defined by a contract approved by the Board of County Commissioners.

ORAL PRESENTATIONS

The County may require proposers to give oral presentations in support of their proposals or to exhibit or otherwise demonstrate the information contained therein. Even if no oral presentations are required, all proposers/applicants are **strongly encouraged** to attend the appropriate Selection Committee meetings, where the Committee may ask questions of the applicants

LOBBYIST REGISTRATION FOR ORAL PRESENTATION AFFIDAVIT

Proposers are advised that in accordance with Section 2-11.1 (s) of the Code of Miami-Dade County, the attached LOBBYIST REGISTRATION FOR ORAL PRESENTATION affidavit must be completed, notarized and included with your proposal submission. Lobbyists (anyone who serves as an official and representative advocate of the proposal) specifically include the principal, as well as any agent or officer (including volunteers), or employee of a principal, regardless of whether such lobbying activities fall within the normal scope of involvement of such agent, officer or employee. The affidavit form is included with the application.

Individuals substituted for or added to the presentation team *after submittal of the proposal and filing by staff*, **MUST** register with the Clerk of the Board and pay all applicable fees.

RULES; REGULATIONS; LICENSING REQUIREMENTS

Proposers shall comply with all laws, ordinances and regulations applicable to the services contemplated herein, especially those applicable to conflict of interest and collusion. Proposers are presumed to be familiar with all Federal, State and local laws, ordinances, codes and regulations that may in any way affect the services offered, especially Executive Order No. 11246 entitled "Equal Employment Opportunity" and as amended by Executive Order No. 11375, as supplemented by the Department of Labor Regulations (41 CFR, Part 60), the Americans with Disabilities Act of 1990 and implementing regulations, the Rehabilitation Act of 1973, as amended, Chapter 553 of Florida Statutes and any and all other local, State and Federal directives, ordinances, rules, orders and laws relating to people with disabilities.

PROPRIETARY/CONFIDENTIAL INFORMATION

Proposers are hereby notified that all information submitted as part of, or in support of, proposals will be available for public inspection after the proposals are opened, in compliance with Chapters 119 and 286, Florida Statutes.

DEFINITIONS

Addendum (a): Official notice(s) of any substantive changes or additions to the RFP document after June 14, 2004, which will be sent to all individuals/organizations which requested or picked up a copy of the RFP.

Administrative Costs: costs directly related to the management or supervision of the grant activity.

Applicant Contribution Sources: the in-kind and/or financial assistance to the project that the applicant obtains from individuals, organizations, companies, activities, other grant funding sources, businesses, lending institutions, etc.

Capital: an expenditure made for long-term assets such as land, buildings, furnishings,

equipment, and mobile equipment that exceeds \$750.00.

Detailed Budget Justification: the information that the proposer attaches to the application to explain how the line item costs of the application budget were calculated, the source of the cost estimates, (e.g., contractor, supplier, vendor, store quotes), or any other information which gives validation to the budget figures.

Economically disadvantaged: the focus areas and eligible block group areas as defined by the Miami-Dade County Office of Community and Economic Development, which bases its information on federal data wherein at least 51% of residents make below 80% of the County's median income.

Grantee: an organization to which a grant is awarded by the Miami-Dade Board of County Commissioners.

One-time event: any one-time occurring event, or any part of a one-time occurring event, or an annual event, or any part of a one-time annual event. The further interpretation of the meaning of a "one-time event" shall be in the reasonable discretion of the County.

Parks: those areas of public land set aside for aesthetic, environmental, sports, cultural and general recreational use by the citizens of Miami-Dade County and the general public.

Proposer or applicant: the non-profit community-based organization with IRS tax-exempt status, which is applying for grant funding.

Selection Committee: any of three (3) separate committees, one for each funding category, composed of staff from various county departments/agencies, who evaluate and provide grant recommendations to the Board of County Commissioners for final review and approval or rejection.

Sponsoring Organization: an incorporated, non-profit, IRS tax-exempt community-based organization, which submits the attached application/proposal for another non-profit community-based organization which may not be incorporated and/or tax-exempt, but will be responsible for the grant-associated activities.

Youth: people between and including five (5) years through 18 years of age.

APPLICATION COMPLETION – GENERAL INSTRUCTIONS

To properly complete this application, please carefully read the following directions:

1. The application may be sent to you, through email as a *Microsoft Word 2000* document (Gil Sans MT, 10 point), or downloaded from the website (see address on front page/title page of RFP), to be completed in a similar font and size, without boldface. All proposals must be submitted on the application form contained in Appendix A: Application Kit. Completion of the applications must be *typed on a typewriter or through use of a computer. Do not hand-write or hand-print your application responses.*
2. If you are applying under more than one category, use a separate application for each category.
3. If you do not have access to the Web or email, but want to complete the application on a computer, you may request that a Department staff member copy the blank application to a 3.5 diskette in *Microsoft Word 2000*, for completion. The Proposer must provide a blank diskette to the RFP Contact Person, Patricia Eraso, or her designee, in person, at the Park and Recreation Department, 275 NW 2nd Street, 5th Floor, Miami, Florida 33128. Make an appointment for staff assistance or you may not be guaranteed that someone is available.

4. Do not attempt to recreate the application. If you are using a typewriter or choose to recreate the application because you have software different from Word, use a font and size as close to the original application as possible

Regardless of the application completion method, the completed application must have the same questions and answer space on each page as the layout of the original application. (Do your best to complete the questions in the space provided. If an answer needs extra space, attach a clearly labeled additional sheet and do not reduce the font size.)

5. The application may be signed only by the organization chairperson, president or authorized executive director, who may not be a County employee and who is legally authorized to enter into a contractual relationship in the name of the Applicant. The application must also have its organization's corporate seal. If no corporate seal is available, the signature must be witnessed and the application sealed by a notary public.

BUDGET - EXPLANATION OF TERMS AND INSTRUCTIONS: (Relating to the "BUDGET INFORMATION" section of the Application.)

Provide complete and accurate information rounding all figures to the nearest ten dollars (\$10.00). Verify all totals. Note: All *Park Capital Improvement* projects must include costs required to ensure the projects comply with the Americans with Disabilities Act (ADA) requirements. The following information will assist you in providing correct budget information.

Personnel: Include personnel expenses *directly* related to the project. *Volunteer* labor should be included in the "Contribution" column. (Use the current minimum wage rate \$5.15 per hour for general volunteer assistance and the market rate for professional services donated.)

Contracted services: Include items for which your organization must contract or pay another entity. Examples include construction contractors, caterers, and photographers.

Related Equipment: Include major items, e.g., athletic equipment, musical instruments, building materials, etc.

Related Supplies: Include incidental materials and small non-durable goods, e.g. office supplies, small recreational supplies, and arts and crafts materials.

Space Rental: Include fees to rent space for your program.

Transportation: Indicate expenses directly related to the project that occurs within Miami- Dade County. *Travel costs outside of Miami-Dade County are not chargeable to the grant.*

Other: Include and itemize any other costs which do not fit into the above categories. Particularly, include cost of insurance coverage, *if it relates to the grant* under this category and if the cost is part of your grant request. Additionally, in the *Park Capital Improvements* category only, you should budget 10% of total project costs as a contingency to cover unforeseen costs (e.g., permits; in-house Department charges for planning and/or design; consulting; inspection; ADA construction requirements).

Applicant Contribution Sources: Itemize resources your organization will *contribute to the grant-related project*, which is provided from a source outside the grant funding. A one-to-one match is not required. Your organization will be held accountable for providing the contribution if the grant funding is approved for the project.

In-kind contributions may include volunteer labor/time (calculated at \$5.15 per hour, or the market wage rate for professional/technical services donated to the grant-related project) and non-cash donations (e.g., donated uniforms, donated electrician services).

Cash contributions are actual funds (e.g., a donation; another grant; applicant's own funds, etc.) given toward the project. Be realistic and specific when you compose your "detailed budget justification" attachment as to *exactly how you calculated the in-kind and cash contributions*. *In-kind and cash contributions which are necessary for completion of a capital improvements project, **must** be secured at the time of application submission.*

Secured: If you have *already* obtained a donation, or a firm commitment or you are sure that you will have access to the contribution, whether it's cash or in-kind, place an "x" next to the appropriate line item in the "Is Contribution secured" column. If you have a plan of action to raise any *unsecured* contribution dollars, please provide an explanation on the "detailed budget justification" attachment. (See below.)

REQUIRED BUDGET ATTACHMENT

In addition to submitting the "BUDGET INFORMATION" page (Page 8 of the application), you must provide an **attachment** to the application (in whatever format you choose), labeled "**Detailed Budget Justification**" to provide detailed information on the following: how you determined quantity needed (if applicable); the basis of cost calculations and copies of cost estimates/quotations, if available; explanation of personnel costs and how the personnel will contribute to the *specific* grant-related project.

Proposers are encouraged to explain the meaning of line items that may not be easily understood by reviewers who may be unfamiliar with the names of certain items.

REQUIRED ATTACHMENTS FOR ALL APPLICATIONS

Applications submitted which do not include the following attachments, as directed, may be deemed non-responsive and may not be considered for a grant award.

1. IRS Letter of Tax Exempt Status or other IRS document, which clearly states tax exemption for your organization. (Document **MUST** be submitted regardless of past submissions in a grant process.)
2. Certification that the Agency is *currently* listed as a corporation under Florida law (Proposer may use www.sunbiz.org to obtain necessary information.)
3. Organization's total budget for the proposer 's current year
4. Copy of the most recent audit or financial statement (if applicable)
5. Names and addresses of Board of Directors
6. List of *paid* principal staff and positions (if applicable)
7. Copy of resolution or board meeting minutes, with appropriate attesting signatures, showing the proposer organization's support of the grant application
8. Lobbyist Registration Affidavit (provided with the RFP)
9. Detailed budget justification, in a format of the proposer's own choosing, (explaining and justifying Section H., "BUDGET INFORMATION" section of the application.
10. Extended answers to questions (if applicable)
11. Attachment Form # 11 (provided with the RFP, for Park Programming and Park Capital Improvements Categories ONLY) The form must be used to obtain approval from the appropriate Region Manager (County Park and Recreation Department)/or other designated management personnel (in the municipalities), as shown in the list following this paragraph, if your project will occur on Miami-Dade County-owned park property. If

the project will involve use of a facility on **non**-Miami-Dade County-owned park property, other public property, a privately-owned facility if utilized for a program for disabled persons, or facility for services to be provided through a Library Information Access Services grant, the form must also be used to obtain approval from the appropriate authority, for the project, and permission for the Proposer to use the facility for a specific time. *All proposers must use the Attachment #11 Form to obtain the needed approval.* If your project requires use of Miami-Dade County-owned or operated park property, remember that before submitting the Attachment Form # 11 to the appropriate authority, you will need the approval of the immediate facility manager to use the facility at specific times. The deadline to submit the form to the appropriate authority *in the Miami-Dade County Park and Recreation Department* is: Thursday, July 8, 2004, 4:30 PM. If a form is submitted to the authority after the deadline date, the approving authority may complete the form; however, there is no guarantee that the proposer will have the completed form to include with the grant application. *It is the proposer's responsibility to make sure the form is fully completed.*

All proposers are strongly encouraged to hand-deliver, and pick up, Attachment # 11 from the approving authority.

12. Organization pamphlet/brochure describing organization (if available.) *Do not* include newspaper, other publicity-related articles or material, annual reports, letters of recommendation, etc.

13. "Acknowledgment of Addenda", if applicable. (Addenda are mailed to potential applicants when there are corrections or additions made to the RFP document.)

14. Required For Park Capital Improvement Projects only:

A simple drawing (may be hand-drawn) of identified park area marked where the improvement(s) will be made; or in the case of a major purchase (e.g., maintenance equipment) you should indicate which areas will benefit from the purchase. Indicate correct placement of adjacent streets to the park area and give the directional orientation.

15. Required For Park Capital Improvement Projects only:

The copy of written correspondence from Patricia Eraso, RFP Contact Person, confirming that the Pre-Submission Requirements for Capital Improvements have been satisfied and of an approved technical review (if required) by Department technical staff, per the instructions under the category "Park Capital Improvements", page 3."

You are required to give a reason for excluding any of the attachments, 1-15.

APPLICATION SUBMISSION REQUIREMENTS

DEADLINE

Submission deadline: Monday, July 19, 2004 no later than 1:00 p.m.

LOCATION

Miami-Dade County
Clerk of the Board of County Commissioners
Stephen P. Clark Center
17th Floor, Room 202
111 N.W. 1st Street
Miami, Florida 33128

PACKAGE IDENTIFICATION

You must submit the *hardcopy original* application, accompanying attachments and copies as follows:

In a sealed envelope or container, submit one (1) paper-clipped or clamped original application, with all required Attachments 1-15, (based on applicability, numbered and tabbed); and six (6) stapled copies of the application including only Attachments 3-15 (based on applicability, numbered and tabbed.) Use only staples for binding purposes, (no folders, binders, report covers, etc).

The outside of the envelope or container must include: the Proposer Organization name, address, telephone number, the RFP title, and Proposal due date, as shown below:

Proposer Organization Name
Address
Phone Number

Miami-Dade County
Clerk of the Board of County
Commissioners
Stephen P. Clerk Center
17th Floor, Room 202
111 N.W.1st Street
Miami, Florida 33128

Park Programming, Improvements and
Library Information Access Services
July19, 2004

Hand-carried proposals may be delivered **ONLY** to the aforementioned address from Monday through Friday between the hours of 8:00 a.m. and 4:30 p.m., (by 1:00 p.m. on the due date) excluding holidays observed by the County. Applications or modifications to applications will not be accepted after the date and time stated above. **THIS DEADLINE IS FIRM.**

Applications and modifications will not be accepted at any other location.

Proposers are solely responsible for assuring that all proposals/applications, and modifications to proposals/applications submitted earlier, are delivered to the correct address by the deadline.

Proposers are responsible for informing any commercial delivery service, if used, of all delivery requirements and for ensuring that the required address information appears on the outer wrapper or envelope used by such service.

REVIEW/EVALUATION/RECOMMENDATION PROCESS

Staff will initially review all applications to determine if the application is responsive to the submission requirements outlined in the RFP. A responsive application is one that follows the requirements of the RFP; includes all documentation; is submitted in the format outlined in the RFP; is of timely submission; and has the appropriate signatures as required on each document. Failure to comply with any of these requirements may deem your application non-responsive.

Following the initial staff review, the applications will be forwarded to a Selection Committee, one (1) for each of the three (3) categories of this RFP. The Committees will be comprised of staff

members of the Park and Recreation Department, Library Department and other County departments and agencies.

Each Selection Committee will hold a *public meeting* at which time the Committee will review and score the applications for qualitative and technical merit according to the criteria described for each category as described on the following pages. Proposer representatives are not allowed to make presentations at the public meetings unless requested by staff or the Selection Committee; however, the *Selection Committees* may ask questions of representatives of proposer organizations. **PROPOSERS/APPLICANTS ARE STRONGLY ENCOURAGED TO ATTEND THE APPROPRIATE PUBLIC MEETING.** The Committees' award recommendations will be forwarded to the Board of County Commissioners for review and final approval. The Board has the authority to reject any/and all recommendations and conduct a new RFP process.

The *public meetings* will be noticed in the "Miami-Dade Meeting Calendar", a weekly publication of the Miami-Dade County Communications Department. The meetings will be posted also on the Parks website at www.miamidade.gov/parks/. It is the responsibility of the proposers to review the "Calendar" for the meeting dates, to be scheduled for August 2004. The Calendar is updated daily and a hard copy is available in the Communications Department, 25th Floor, Stephen P. Clark Building, 111 NW 1 Street. The "Miami-Dade Meeting Calendar" information is also available on the Internet at: www.co.miami-dade.fl.us/calendar/calendar.asp. All County public libraries have computers with Internet access. Additionally, the CBO Contact Person will send a courtesy written notice, either by email or the regular U.S. mail service to all applicants.

THIS SECTION LEFT INTENTIONALLY BLANK

PARK PROGRAMMING

Park Programming applications will be evaluated and applicants selected on the basis of the following eleven (11) criteria, numbered 1-11, each weighted as indicated hereinafter.

EVALUATION CRITERIA		MAXIMUM ASSIGNED POINTS
1)	Project provides a primary emphasis of participatory involvement by youth in sport, culture, environmental or other recreation-related programming; <u>or</u> participatory involvement by persons with disabilities of any age.	20
2)	Project activity and location is open to the general public in a public park or on a property operated by a public park system; or if the project exclusively serves the disabled, the project location accepts the general public.	12
3)	Project, as described in application, is approved at the proposed location as shown by a properly completed Attachment #11.	12
4)	Applicant has directed or taken a major organizational role in participatory recreational, sports, cultural, environmental or other related activities with youth (or with persons with mental or physical disabilities, if project is to specifically serve this population.)	9
5)	Applicant exhibits the ability to successfully administer the project as demonstrated by: (a) following the directions of and properly completing this RFP; (b) performance under any agreement administered by the Park and Recreation Department; and/or (c) any of the applicant's current or past activities at parks.	10
6)	All funds requested by the applicant will be used for direct project costs, i.e., all funds will be used for participatory activities, (<u>including</u> direct personnel for direct instruction) and <u>funds will not be used for administrative costs.</u>	10
7)	Proposed project provides a cost-effective service as measured by the ratio of estimated unduplicated participants served, to the funds requested.	7
8)	Applicant provides realistic project cost estimates and sufficient budget detail.	5
9)	Applicant will conduct the project in a park facility that serves an economically disadvantaged area.	5
10)	Applicant has realistic contribution (cash or in-kind) committed to the project, a percentage of which is secured.	5
11)	Applicant is primarily a volunteer organization, with no full-time or part-time employees, but may have contracted employees.	5
TOTAL		100

PARK CAPITAL IMPROVEMENTS

Park Capital Improvement applications will be evaluated and applicants selected, on the basis of the following nine (9) criteria, numbered 1-9, each weighted as indicated hereinafter.

EVALUATION CRITERIA		MAXIMUM ASSIGNED POINTS
1)	Applicant has obtained a written confirmation from the RFP Contact Person, who has provided the needed verification of all project-related information as described in RFP instructions that the "Pre-Submission Requirements for Park Capital Improvements Applicants" (page 3 of RFP) have been met.	20
2)	Project, as described in application, is approved for the proposed location by the appropriate authority on the Attachment #11 Form.	15
3)	Applicant provides realistic project cost estimates on the "Budget Information" form of the Application (Page 8) and sufficient budget detail on the applicant's "Detailed Budget Justification" Attachment.	12
4)	Applicant exhibits the ability to successfully administer the project as demonstrated by: (a) following the directions of and properly completing this RFP; (b) performance under any agreement administered by the Park and Recreation Department; and/or (c) any of the applicant's current or past activities at a park(s) or park-related program.	12
5)	Applicant provides reasonable timetable and appropriate details for completion of project.	11
6)	Applicant has realistic contribution (in-kind and cash) committed to the project, including sufficient <u>secured</u> needed funding for project costs beyond grant funding.	10
7)	All funds requested by the applicant will be used for direct project costs, i.e., no administrative or support staff expense reimbursement is requested.	10
8)	Applicant will provide the improvement in a park facility, which serves an economically disadvantaged area.	5
9)	Applicant is primarily a volunteer organization, with no full-time or part-time employees, but may have contracted employees.	5
TOTAL		100

LIBRARY INFORMATION ACCESS SERVICES

Library Information Access Services applications will be evaluated and applicants selected, on the basis of the following eight (8) criteria, numbered 1-8, each weighted as indicated hereinafter.

EVALUATION CRITERIA		MAXIMUM ASSIGNED POINTS
1)	<i>Applicant provides an unduplicated Library information service to an underserved population.</i>	20
2)	<i>Applicant will provide a Library information service that is not readily available in the community.</i>	18
3)	<i>Applicant provides a Library information service that fulfills an identified need within the community.</i>	16
4)	<i>Project improves access to Library information for the disabled.</i>	13
5)	<i>Applicant has realistic contribution (cash or in-kind) committed to the project, a percentage of which is secured.</i>	10
6)	<i>Applicant exhibits the ability to successfully administer the project as demonstrated by following the directions of and properly completing this application.</i>	9
7)	<i>All funds requested by the applicant are used for direct project costs, i.e., no general administrative or support staff expense is requested.</i>	8
8)	<i>Project demonstrates an effective and cost efficient use of County funds.</i>	6
TOTAL		100

GENERAL GRANT AWARD PROVISIONS

CONTRACT AWARD

The awards, if any, shall be made to the proposers whose proposals shall be deemed by the Board of County Commissioners (BCC) to be in the best interest of the County, after they have considered the Selection Committee's recommendations. The BCC's decision of whether to make the awards and which proposals are in the best interest of the County shall be final.

ACCOUNTS CURRENT

All accounts with the Department(s) must be current before the grant contract may be executed, i.e., all outstanding bills, invoices, fees owed, etc. must be paid and documentation submitted to the County department administering the grant, before a grantee may have access to the grant funding awarded under this RFP.

CONTRACT PROCESS AND TERM

Grantees (awarded applicants) will be required to complete certain contract documents. They will be required to submit all documents necessary for contract development (i.e., budget, scope of service, affidavits, and Certificate of Insurance) at the time the contract is submitted for execution. *All restrictions expressed in the RFP with regard to how the awarded funding may be spent, remain in effect for the duration of the grant period, regardless of whether or not those restrictions are expressed in the contract document.*

Successful proposers will not have access to awarded funds until after the execution of a grant agreement (contract) with the County. *Therefore, the proposer must have funds available to initiate or continue the project before actual receipt of grant funds.* The contract period for all grants awarded through this RFP must fall within the Miami-Dade County Fiscal Year 2004-2005, which begins October 1, 2004 and ends on September 30, 2005, or as otherwise stipulated in the negotiated agreement. Project expenses incurred before October 1, 2004 are not reimbursable.

INDEMNIFICATION

CBOs awarded funding by the BCC shall be required to indemnify and save the County harmless from any and all claims, liability, losses, and causes of action, which may arise out of the fulfillment of the ensuing contract. The successful Proposers shall pay all claims and losses of any nature, whatever in connection therewith, and shall defend all suits, in the name of the County when applicable, and shall pay all costs of judgments which may issue therefrom, except for those caused by the sole negligence of County employees or officers.

INSURANCE

Although insurance requirements may be adjusted prior to the contract signature and execution, the successful Proposer(s) shall furnish to Miami Dade County, c/o Risk Management Division, 111 N.W. 1st Street, Suite 2340, Miami, Florida 33128-1989, Certificate(s) of Insurance which indicate that insurance coverage has been obtained which meets the requirements as outlined below:

1. Worker's Compensation Insurance for all employees of the provider as required by Florida Statute 440.
2. Public Liability Insurance on a comprehensive basis in an amount not less than \$300,000 combined single limit per occurrence for bodily injury and property damage. Miami Dade County must be shown as an additional insured with respect to this coverage.
3. Automobile Liability Insurance covering all owned, non-owned and hired vehicles used in connection with the work, in an amount not less than \$300,000* combined

single limit per occurrence for bodily injury and property damage.

*Note: For organizations supplying vans or mini-buses with seating capacities of 15 passengers or more, the limit of liability required for Auto Liability is \$500,000.

All insurance policies required shall include those classifications, as listed in standard liability insurance manuals, which most nearly reflect the operations of the provider.

All insurance policies required above shall be issued by companies authorized to do business under the laws of the State of Florida, with the following qualifications:

The company must be rated no less than "B" as to management, and no less than "Class V" as to financial strength, by the latest edition of Best's Insurance Guide, published by A.M. Best Company, Oldwick, New Jersey, or its equivalent subject to the approval of the County's Risk Management Division.

or

The company must hold a valid Florida Certificate of Authority as shown in the latest "List of All Insurance Companies Authorized or Approve to Do Business in Florida", issued by the State of Florida Department of Insurance and are members of the Florida Guaranty Fund.

Certificates will indicate that no modification or change in insurance shall be made without thirty (30) days written advance notice to the certificate holder. All insurance requirements are subject to review, revision and approval by the County's Risk Management Division.

CONTRACTUAL AWARD PROCESS - SPECIAL TERMS AND CONDITIONS

AUDIT AND INSPECTION OF RECORDS

Grantee agrees that the County, or its duly authorized representatives, shall, for the purposes of audit and examination, be permitted to inspect all work materials, payrolls, and other data and records with regard to this contract, and to audit the books, records and accounts with regard to this contract. Further, the grantee agrees to maintain these records for at least five (5) years after the County makes final payment.

ASSIGNMENT

Grantees shall not enter into any subcontracts, retain consultants, or assign, transfer, convey, sublet, or otherwise dispose of the ensuing contract, or any or all of its rights, title or interest herein, or its power to execute such contract to any person, company, or corporation without the prior written consent of the County. Consent of the County does not confer upon the subcontractor any direct right of action against the County, or action against the County through the grantee, or involve the County in any expense.

TERMINATION FOR CONVENIENCE

The County may at any time, at its sole discretion, without cause, terminate any contract with a grantee for its convenience by written notice to the grantee. The County will calculate the outstanding payments due the grantee, irrespective of the manner in which payments are to be made under the contract. If, after such calculations have been performed, the sum owed the grantee is less than amounts paid under the contract, the County will notify the grantee of the amount owed to the County, which must immediately be remitted to the County.

TERMINATION FOR CAUSE

Grantees will be in default under the contract if it commits a breach of the contract deemed material by the County. Where such a default occurs, the County may terminate the contract and suspend the grantee for a period of one year.

PERSONNEL

In submitting their proposals, proposers are representing that the personnel in their proposals shall be available to perform the services described, barring illness, accident, or other unforeseeable events of a similar nature, in which case the proposers must be able to provide a qualified replacement. All replacements must be approved by the County prior to providing services. Furthermore, all personnel shall be considered to be, at all times, the sole employees of the proposer under its sole direction, and not employees or agents of the County.

PERIOD FOR CLAIM OF GRANT

In the event a CBO, which has been granted funds under this RFP process in either the *Park Programming*, or the *Library Information Access Services* categories, fails to submit a completed and signed contract to the designated County office for the disbursement of the grant by *January 31, 2005*; and in the *Park Capital Improvements* category, fails to submit a completed and signed contract to the designated County office for the disbursement of the grant by *March 31, 2005*, the County may, in its sole discretion, forfeit the award to the CBO upon written notice and at least a thirty (30) day cure period, which will expire on *March 2, 2005* for *Park Programming* and *Library Information Access Services* grants, and on *April 30, 2005* for *Park Capital Improvement* grants and the CBO will have no further claim to the grant funds.

TERMS OF PAYMENT/REIMBURSEMENT

After the Contract is signed by the grantee and then executed by the County Manager, the County agrees to reimburse the grantee for services rendered under this Contract, signed by the grantee and executed by the County Manager, based on a line item budget. The grantee agrees to submit payment requests to the Department accompanied by such documentation as requested by the Department. The County attempts to make reimbursements in a timely manner. It is anticipated that the grantee will be reimbursed within a four (4) week period; however, it is the responsibility of the grantee to maintain sufficient cash flow pending receipt of reimbursement.

AFFIDAVITS/ACKNOWLEDGEMENTS

The grantee will be required to submit the following affidavits properly completed and notarized at the time the contract/agreement is submitted for execution, including, but not limited to:

- 1) Family Leave Plan Affidavit
- 2) Drug Free Workplace Affidavit
- 3) Miami-Dade County Disclosure Affidavit
- 4) Public Entities Crime Affidavit
- 5) Miami-Dade Employment Disclosure Affidavit
- 6) Disability Non-Discrimination Affidavit
- 7) Criminal Record Affidavit
- 8) Delinquent and Currently Due Fees or Taxes Affidavit
- 9) Welfare Reform Work Affidavit

The County will provide grantees with all necessary affidavit forms at the time of contract issuance.

Appendix A: Application Kit

MIAMI-DADE COUNTY
REQUEST FOR PROPOSALS FOR PARK PROGRAMMING, IMPROVEMENTS AND
LIBRARY INFORMATION ACCESS SERVICES
COMMUNITY-BASED ORGANIZATIONS

FY 2004-2005 GRANT APPLICATION

A. ORGANIZATION INFORMATION

Organization Legal Name:		Mailing Street Address:	
City, State, Zip:		Phone:	Fax:
Year of Incorporation:	State of Incorporation:	Federal Employee Identification Number:	

# of Full-time Paid Staff (non-contractual)		Do volunteers regularly assist with the organization activities and services?	Yes:	No:
# of Part-Time Paid Staff (non-contractual)		Is your organization primarily volunteer? (except for some seasonal or contractual paid workers)	Yes:	No:

B. CONTACT INFORMATION

Applicant Contact Name (Person who can answer questions about application information and receives mail)		Title:	
Mailing Street Address or P.O. Box:		City, State, Zip:	
Phone:	Fax:	E-mail, if available:	

C. PROJECT INFORMATION

Project Category (Select one category by placing an "x" to the left of the category.)		
<input type="checkbox"/> A. Park Programming	<input type="checkbox"/> B. Park Capital Improvements	<input type="checkbox"/> C. Library Information Access Services
<small>(Based on application information, County reserves the right to determine a different project category.)</small>		
Amount of Funds Requested: <small>(Not to exceed maximum allowable grant award.)</small>		\$
Grant Project Synopsis <small>(Briefly summarize the project in a few short sentences beginning "Funds are requested to support..." Do not use abbreviations, go into detail or provide costs.)</small>		
32		

Project Location Name	Full Address	Owner (i.e., Miami-Dade County or Municipality name or other name.)	Owner Contact Name & Phone

Use codes below to indicate in the boxes to the right, the municipalities/areas that the project will serve.

01 Aventura	08 Florida City	15 Key Biscayne	23 North Bay	29 South Miami
02 Bal Harbour	09 Golden Beach	16 Medley	Village	30 Sunny Isles
03 Bay Harbor Island	10 Hialeah	17 Miami	24 North Miami	31 Surfside
04 Biscayne Park	11 Hialeah Gardens	18 Miami Beach	25 North Miami	32 Sweetwater
05 Coral Gables	12 Homestead	19 Miami Gardens	Beach	33 Unincorporated
06 Countywide	13 Indian Creek Village	20 Miami Lakes	26 Opa-Locka	34 Virginia Gardens
07 El Portal	14 Islandia	21 Miami Shores	27 Palmetto Bay	35 West Miami
		22 Miami Springs	28 Pinecrest	36 Doral

Place an "x" in the box of the County Commission District(s) in which your grant project will occur:												
1	2	3	4	5	6	7	8	9	10	11	12	13

D. QUESTIONS FOR ALL APPLICANTS IN ALL CATEGORIES:

Is your organization applying for this grant as a sponsor for another organization that will actually be performing the project? Yes ____ No ____

If Yes, complete the information below about the organization you are sponsoring:

Organization:	Name:
Address:	Phone #

Briefly describe your organization's general purpose and activities; however, if your organization is serving as a sponsor to another non-profit organization that will do the project, you must instead provide its name, general purpose and activities. The organization responsible for carrying out the grant-related project, may attach one (1) copy of a pamphlet, brochure, handout, etc., providing information about the purpose and activities. (This is not a required attachment.)

List financial liabilities or pending legal action and how the matters will be settled:

Why are you applying for the requested funding for the purpose as described on Pg. 1 of this application?
Give all reasons.

Does your proposal for funding exclusively serve persons with disabilities? Yes _____ No _____

E. QUESTIONS FOR PARK PROGRAMMING APPLICANTS ONLY

Describe the project for which you are requesting grant funding support. If the proposal is part of a larger project, describe the entire project and *specify* the project elements, which will be supported by grant funding. Describe quantifiable goals. **DO NOT INCLUDE THE COST ELEMENTS OF THE PROPOSAL, THE SCHEDULE OF ACTIVITIES/PURCHASES; NOR THE NAMES OF THE COMPANIES, VENDORS, CONTRACTORS, ETC. FROM WHICH YOU WILL MAKE PURCHASES.**

Estimated total number of *unduplicated* participants who will directly benefit from grant funding (e.g., if your organization is planning to purchase 35 uniforms with the grant funds, then 35 will benefit.): _____

Does your organization plan to use the grant funding for activities/purchases/project currently funded? If yes, explain below the reason you need the grant funding. Yes _____ No _____

Will the participants who benefit from the grant funding be required to pay fees? Yes _____ No _____
If Yes, explain the specific purpose of the fees and the reason the fees cannot be used to fund the grant project.

Describe your organization's experience and length of time in directing participatory recreational, sports, cultural, environmental and/or related activities for youth.

Provide a project completion schedule as it relates to the expenditures of the grant-funded activities/purchases. (*Grant-related activities and expenditures may begin October 1, 2004; however, the grant agreement will not be executed by October 1, 2004 and therefore, you will not have immediate access to the funding for reimbursement.*)

Action(s)	Date(s) Scheduled

THIS SECTION INTENTIONALLY LEFT BLANK

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F. QUESTIONS FOR PARK CAPITAL IMPROVEMENTS APPLICANTS ONLY

Describe proposed project associated with grant request. Specify which portions of the project will be paid for using grant funding. (Do not provide the costs.)

If the proposed improvements require architectural, engineering, or other formal designs/plans, have formal designs/plans been completed by a registered architect, engineer or other qualified professional?

Yes ☐ No ☐

If "Yes", provide the following requested information:

Company Name:
Address:
Contact Person:
Phone:

If applicable, have the cost estimates in the Budget been prepared by a registered architect, engineer, other professional or appropriate supplier of the intended purchases?

Yes ☐ No ☐

If Yes, provide the following information on the professional.

Name of company and/or individual:	Address:	Title:

Name the specific groups and/or individuals who will receive direct benefit from the capital improvements/purchases? Of those named, which is/are the primary group(s) and/or individual(s)?

Are other funds required in addition to the grant request to complete the described overall project?

Yes ☐ No ☐

If Yes, you must describe the other funding sources in your attached "Detailed Budget Justification."

If Yes, and the additional source(s) of funding does not materialize, how will that affect the scope of the grant request?

Provide a project completion schedule. (Grant-related activities and expenditures may begin October 1, 2004; however, the grant agreement will not be executed by October 1, 2004 and therefore, you will not have immediate access to the funding for reimbursement.)

Action(s)	Date(s) Scheduled

G. QUESTIONS FOR LIBRARY INFORMATION ACCESS SERVICES APPLICANTS ONLY

What is your goal in providing library informational services to the general public?

Does this program duplicate an existing service? Yes _____ No _____ If yes, who provides the service?

Is there a charge for the service? Yes _____ No _____ If yes, describe.

Describe the specific library information service for which funding is requested. (Do Not Include Costs here.)

Will this project improve access to library information for the disabled? Yes _____ No _____ If yes, describe below.

Is this service already available in the Miami-Dade County area? Yes ____ No ____ If Yes, where and explain below why is your project needed?

What outreach programs will you provide to potential users?

What is the unit cost of the service?

\$

How does your organization plan to raise additional funds or provide in-kind contributions?

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H. BUDGET INFORMATION: (Cost categories described in budget should be consistent with the Project Description.)

Review the Budget Instructions on Pgs. 8 & 9 of the RFP instructions before completing this Section.

PROJECT COST CATEGORIES (Describe on lines below; use additional paper, if necessary). The categories below may be adjusted or deleted or other categories added.	A. GRANT AMOUNT REQUEST	B. APPLICATION CONTRIBUTION (Indicate if "Cash" or "In-kind services", before \$ amount.)	Is Contribution secured? (If yes, put an "x" in this column by appropriate line item.)
<u>Personnel (Full-time, Part-time Position Type):</u>			
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
<u>Contracted Services (including contracted personnel):</u>			
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
<u>Project Equipment:</u>			
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
<u>Project-Related Supplies</u>			
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
<u>Space Rental</u>			
_____	\$ _____		\$ _____
_____	\$ _____		\$ _____
<u>Local Transportation:</u> (e.g., gas costs, rental)			
_____	\$ _____		\$ _____
<u>Other: (required 10% contingency for park capital improvement projects)</u>			
_____	\$ _____		\$ _____
_____	\$ _____		\$ _____
SUB-TOTAL A = \$ _____ (Grant Request)		SUB-TOTAL B = \$ _____ (CBO contribution)	
TOTAL PROJECT COSTS (Sub-totals A + B) \$ _____			

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If you receive grant funding through this specific RFP process, will it be used as a match to secure other funding sources for the project? Yes _____ No _____

If yes, how?

I. ATTACHMENTS

In a sealed envelope or container, submit one (1) paper-clipped or clamped original application (for each category under which you are applying), with all required Attachments 1-15, (if applicable, and tabbed and numbered); and six (6) stapled copies of the application including only Attachments 3-15 (if applicable, and tabbed and numbered.) Use only staples for binding purposes, (without folders, binders, report covers, etc.)

All ATTACHMENTS should be submitted in the following order:

Verify with an "x" by the name of the items you have attached to the original application.

- ☐ 1. IRS Letter of Tax Exempt Status or other IRS document, which clearly states tax exemption for your organization; (Information MUST be submitted regardless of past submissions in a grant process)
- ☐ 2. Certification that the Agency is in current good standing as a corporation under Florida law
- ☐ 3. Organization's total budget for the current year
- ☐ 4. Copy of most recent audit or financial statement (if applicable)
- ☐ 5. Names and addresses of Board of Directors
- ☐ 6. List of paid principal staff and positions
- ☐ 7. Copy of resolution or board meeting minutes, with appropriate signatures, indicating organization's support of project application
- ☐ 8. Lobbyist Registration Affidavit
- ☐ 9. Detailed project budget justification (supporting Section H. "Budget Information")
- ☐ 10. Extended answers to questions (if applicable)
- ☐ 11. Approval Form from Region Manager (if Miami-Dade County-owned/ park property) or from the appropriate authority for non-Miami-Dade County-owned park property or other public property, expressing approval for the project and permission for the Proposer to use the facility for a specific time. (NOT REQUIRED FOR LIBRARY INFORMATION ACCESS SERVICES APPLICATIONS.)
- ☐ 12. Pamphlet/brochure describing organization (if applicable)
- ☐ 13. "Acknowledgment of Addenda" (if applicable)

For Park Capital Improvements Only

- ☐ 14. Simple drawing (may be hand-drawn) of park, with adjacent streets identified, and showing location of proposed improvements or where capital purchase(s) will be used
- ☐ 15. The written correspondence from Patricia Eraso, RFP contact Person for two (2) items: the Department verifications, labeled a, b, and c. required for your proposed capital project per the instructions under the category "Park Capital Improvements" on Pg. 4 of the RFP; and the technical review, if required.

If you are excluding any of the above items, give an explanation in the box below:

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ORGANIZATION CERTIFICATION: I hereby certify that all information contained in this application and any attachments is true and accurate.

ONLY CHAIRPERSON, PRESIDENT (OR EQUIVALENT) OR AUTHORIZED EXECUTIVE DIRECTOR SHALL BE A SIGNATORY. *(No County employee shall be a signatory on behalf of an organization requesting funds from the County.)*

(SEAL)

**FY 2004-2005 Application for Park Programming, Improvements and Library Information Access Services
Community-Based Organizations**

Authorizing Signature:	Title:
Typed or printed name:	Name of Organization:

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Attachment # 11 Form (Management Approval Form)

FY 2003-2004 CBO Application for Park Programming, Improvements and Library Information Access Services

PART I – To be completed by the Applicant/Proposer

Date: _____

To: _____ Phone Number: _____
Miami-Dade County Park and Recreation Department Region Manager/other specified Manager

To: _____
Facility Manager/other Manager for non-Miami-Dade County Park and Recreation Department-owned property

From: _____ Address: _____
Name of Applicant/Proposer

We would appreciate your completing the information requested which we will submit to apply for a grant from Miami-Dade County. After it is completed, please contact _____ at 305-_____ for pickup. Thank you in advance for your cooperation.

Name of park/facility (s) to be used: _____

Property Owner: _____

The above-named organization is requesting your approval to conduct the following activity, or provide for the following capital improvements project(s) at/for the named facility: (Included is a proposed schedule, and estimated # of participants, if applicable.)

PART II

The following responses are to be completed by the Region Manager or other specified Manager for Miami-Dade County Park and Recreation Department-owned facilities; or the Facility Manager or appropriate authority from non-owned Miami-Dade County Park and Recreation Department property.

Based on the above activity description, I **DO APPROVE AND SUPPORT** the activity occurring at the facility for which I am responsible.

_____ with no special conditions/restrictions

_____ with the following conditions/restrictions as stated below:

Based on the above activity description, I **DO NOT APPROVE** of the activity occurring at the facility for which I am responsible for the following reason:

Signature

Title

Print Name

Phone No/Fax.

Date
4/18/02

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ORAL PRESENTATION

The Request for Park Programming, Improvements and Library Information Access Services does not require a presentation from a Proposer/Applicant; however, there may be unforeseen circumstances where the County may require a formal presentation. Therefore, the "LOBBYIST REGISTRATION FOR ORAL PRESENTATION must be completed on the following page.

All proposers are advised that, in accordance with Section 2-11.1(s) of the Code of Miami Dade County, the enclosed Lobbyists Registration for Oral Presentation Affidavit, **MUST** be completed, notarized and included with your proposal submission. "Lobbyist" specifically includes the principal, as well as any agent, officer or employee of a principal, regardless of whether such lobbying activities fall within the normal scope of employment of such agent, officer or employee.

Individual substituted for or added to the presentation team after submittal of the proposal and filing by staff, **MUST** register with the Clerk of the Board and pay all applicable fees.

NOTE: Other than for the oral presentation, proposers who wish to address the County Commission, County Board or Committee concerning any actions, decision for recommendation of County personnel regarding this request for proposal must register with the Clerk of the Board (Form BCCFORM2.DOC) and pay all applicable fees.

LOBBYIST REGISTRATION FOR ORAL PRESENTATION

1. RFP Title: Park Programming, Improvements and Library Information Access Services
2. PROJECT NO.: N/A DEPARTMENTS: Park and Recreation; Library
3. ORGANIZATION NAME: _____
ADDRESS: _____
ORGANIZATION CONTACT TELEPHONE: _____
4. List all Members of Presentation Team Who Will Participate in the Oral Presentation, if a presentation is required.

TELEPHONE

(ATTACH ADDITIONAL COPIES OF THIS SHEET IF NECESSARY)

The individuals named above are Registered and the Registration Fee is not required for the Oral Presently ONLY. Proposers are advised that any individual substituted for or added to the presentation team after submittal of the proposal and filing by staff, **MUST** register with the Clerk of the Board and pay all applicable fees. Other than for the oral presentation, Proposers who wish to address the County Commission, a County board or County committee concerning any action, decision or recommendation of county personnel regarding this solicitation **MUST** register with the Clerk of the Board (for BCCFORM2.DOC) and pay all applicable fees.

I do solemnly swear that all the foregoing facts are true and correct and I have read or am familiar with the provisions of Section 2-11.1(s) of the Code of Miami-Dade County as amended.

SIGNATURE OR AUTHORIZED REPRESENTATIVE _____

Name and Title of Signator, Printed or Typed

STATE OF _____

COUNTY OF _____

The foregoing instrument was acknowledged before me this _____

by _____ a _____

(Sole, Corporation or Partnership)

who is personally known to me or who has produced _____

as identification, and who did/did not take an oath.

(Signature or Notary Public Taking Acknowledgment)

(Name of acknowledger typed, printed or stamped)

(Commission #.)

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Miami-Dade County Park and Recreation Department Operations Region Managers, Other Management Staff

[Applicant may inquire of the "on-location" facility or park manager as to which supervisory Region Manager (a Division Chief) or other Division Chiefs or management staff has jurisdiction over the facility or park. Call the designated phone number and check on the mailing/delivery address.]

Region 1 – Renae Nottage, 305-820-8557

Region 2 – Carolyn Gibson, 305-654-1169

Region 3 – Tim Byrnes, 305-365-3015

Region 4 – George Parrado, 305-223-7070, Ex 252

Region 5 – Alan Weitzel, 305-233-3150

Arts and Culture – Sheila Austin, 305-755-7948

Deering Estate – Annette Fromm, 305-235-1668, press "2"

Leisure Access Services (services to persons with disabilities) - Lucy Binhack 305-755-7848

Miami Metrozoo – Eric Stephens, 305-251-0400 (Press "0" and ask for Mr. Stephens)